

#### Preprogrammed keys

Access the various mail services.

Access your personal directory.

Hold a three-way conference.

Be called back autmatically.

Divert your calls to another terminal.

Automatically redial the last number dialled **\*** 

Cancel a broker call.

Pick up an incoming call to another telephone.

Installing the programmable key label
A printed label is supplied with the terminal. This should be installed beneath the programmable keys.



- Insert a flat "blade" into the slot (I slot per key block).
- Raise the cover.
- Slide the printed label into position.
- Replace the cover.

## Warning

The earcap region of this telephone may attract and retain small metallic objects.

#### **Guarantee and clauses**

We, Alcatel Business Systems, hereby declare that we assume the Alcatel First Reflexes product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the product shall render this declaration of compliance null and void. A copy of the original of this declaration of compliance can be obtained by post from :

Alcatel Business Systems - Technical Services - Approvals Manager I. route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex - France





**Using your telephone** 



Making a call



lift the receiver

dial the number for your call



To make an external call, dial the outside line access code before dialling your correspondent's number.







lift the receiver



Redialling



\*

lift the receiver



Requesting automatic callback if internal number is







hang up

callback



**Directory** 



**Programming your personal directory** 

Create your directory using the 10 keys (0 to 9) on the keypad.







lift the receiver

code for function "Customisation"







0 to 9

internal or outside number to be entered hang up



Calling from your personal directory



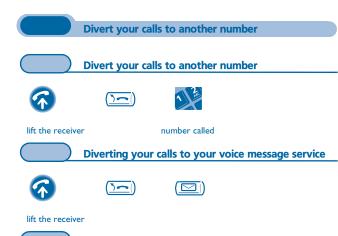




lift the receiver

directory

directorynumber required (0 to 9)





As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an extension number, an outside number, a mobile or the switchboard.









lift the receiver

code for function "Customisation"

personal assistant



to activate personal







to deactivate personal assistant

apply



assistant

**During a conversation** 



### **Sending DTMF signals**

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.

during a conversation





"DTMF End-to-End" function code

same key to cancel



## Calling a second person during a conversation

During a conversation, to call a second person.





the first call is on hold



cancel second call



## Receiving a second call

During a conversation, another person is trying to call you.





the first call is on hold

"Consultation of call on hold"

# Switching between two calls (Broker call)

During a conversation, a second call is on hold. To accept the second call:





the first call is on hold

code for function "Broker call"



## Transferring a call

During a conversation, to transfer the call to another number.





hang up

number called



Three-way conference

During a conversation, a second call is on hold.





call transfer

same key to cancel



Voice message service



## Initializing your voice mailbox







enter your personal code then record your name according to voice guide instructions

lift the receiver



As long as your voice mailbox has not been initialized, personal code is 1515.



## Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone.









personal code

lift the receiver

code for function 'Customisation"

options



old code (4 digits)

new code (4 digits)

apply

## **Consulting your voice mailbox**

The light indicates that messages have been received.











lift the receiver

personal code

1: listen to the message again 2: delete the message.
3: call sender of message.
4 and 5: select a message. 6: copy the message.

keys "I" to "6"



#### **Customising your voice greeting**

You can replace the greeting message by a personal message.







lift the receiver

code for function "Customisation"

voice message service



recording





end of recording









to return to the default message

hang up

















lift the receiver

code for function "Customisation"









choose ringer

choose volume





hang up